

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE
MEETING AGENDA
May 10, 2007

CALL MEETING TO ORDER	Kelly Hale, Chair
COMMENT/APPROVAL MINUTES	ACTION
OLD BUSINESS	
Communications Project Update	Aaron Hickman
Retention/Recruiting Package	
Emergency Services Association	ACTION
Emergency Services Brochure	Kristen Queen
GRANTS/FUNDING	
AFG Update	Judy McReynolds
TRAINING	
Dispatch Protocols/Training Committee	Rose Payne/Dennis Ownby
EQUIPMENT	
Hazmat Trailer Memorandum Of Understanding	Brian Iverson
AGENCY REPORTS	
Cartersville Volunteer Fire Department	
Cartersville Volunteer Rescue Squad	
Cumberland County Dispatchers	
Cumberland County Sheriff's Office	
Cumberland Volunteer Fire Department	
Cumberland Volunteer Rescue Squad	
Local Emergency Planning Committee	
Randolph Volunteer Fire Department	
NEW BUSINESS	
UPCOMING EVENTS	
BOARD OF SUPERVISOR REPRESENTATIVE COMMENTS	
SET NEXT MEETING DATE, TIME, PLACE, AND DINNER	
ADJOURN MEETING	

The ESC met on May 10, 2007

Communications project:

- The tower is up at Randolph and discussions of putting up a security fence were held
- There has been a delay in submitting the RFP for Phase II but it should not affect the planned July completion date

Recruitment/Retention:

- All the support documentation for levels of training is being gathered and submitted.
- The committee discussed the pros/cons of issuing checks or VISA gift cards. The Committee has been working with Central Virginia Bank on reduced rates for either gift cards or cashier checks.
- It was agreed that the head of each agency would sign off on each sheet to verify accuracy.
- Kristen queen has been drafting a brochure for Emergency Services and is obtaining quotes to be presented at the June Meeting.

Grants/funding

- The Sheriff's Office was awarded a CDAP grant to purchase night vision equipment. This equipment is available for county emergency services to use.
- Judy McReynolds leaving as grant writer.
- Roy Garrett (RDVFD) and Kevin Ingle (CVFD) have met with an alternative insurance provider who may provide the same or better coverage at a cost savings.

Training

- There are three houses available for training purposes. The Sheriff's Department will use prior to the fire departments using for burning.
- A committee has been established to develop training and protocols for dispatchers. Dispatcher Fitzgerald has been selected for FTO Training.
- The Committee has been discussing the possibility of building a burn building within the county. Grants are available to build the facility and surrounding counties will support the effort and use the facility. Possible land and water sources were discussed. VDFP gives a stipend yearly to help offset the cost of the facility.

Equipment

- Extensive discussions were held on the purchase of five fire trucks from Goochland County. Representatives from all fire agencies went and looked at the trucks and agreed they were in better condition than some current apparatus. A sixth truck is available for purchase; however, it has a blown engine. The committee agreed that for an acceptable price it would be good to purchase the apparatus for parts. The three fire chiefs are to meet to decide the best utilization of these vehicles between the three fire agencies. Discussions on the possibility of recouping some of the cost of purchasing these trucks by selling the ones they are

replacing. A projected cost savings is anticipated through insurance, fuel, and maintenance costs.

**CUMBERLAND COUNTY
EMERGENCY SERVICES COMMITTEE
MINUTES – 05/10/07**

ATTENDANCE:

AGENCY	REPRESENTATIVE	
Cartersville VFD	Barron Williams	
Cartersville VRS	Kelly Hale	TL Wingo
Cumberland County Board of Supervisors Director of Information Technology Local Emergency Planning Commission Grant Writer/Administrator Sheriff's Office/Dispatch Director of Emergency Services	Bill Osl Aaron Hickman Not Represented Judy McReynolds Dennis Ownby Not Represented	
Cumberland VFD	Kevin Ingle	
Cumberland VRS	Rose Payne	
Randolph VFD	Dan Pempel	Roy Garrett
Old Dominion Emergency Services	Not Represented	
Virginia Department of Emergency Management	Not Represented	

The minutes from the April 19, 2007 meeting were distributed to all members through e-mail. The minutes were accepted as written.

COMMUNICATIONS

The tower is in place at RDVFD. Discussions were held about the possibility of putting up a security fence to prohibit trespassing.

The RFP for Phase II has been delayed; however, these delays should not affect the expected completion of the project in July.

GRANTS/FUNDING

Judy McReynolds is leaving as the county grant writer. She was asked if she would still be available to help answer questions...to which she replied that she would still be around. The committee let her know that she will be missed and thanked her for all her help with the grants.

Bodacious raised a total of \$4,600 for Emergency Services. There were representatives from four of the five county volunteer agencies there to work the weekend event. The proceeds were divided based on total hours worked.

TRAINING

Dennis will be sending out an e-mail to set up a meeting with the committee that was established to develop dispatch protocols and training.

There are three houses available for training. The Sheriff's office would like to use these houses before the fire departments train in them. They will be used for forcible entry, pulling hoses, and then a final training will be held when they are burned.

The committee continued discussions on building a burn building. The approximate cost to build the Lynchburg burn building was \$450,000. There are still grants available to offset the cost of the structure. VDFP gives each county with a burn building a yearly stipend of approximately

\$4,000. Possible locations were mentioned that included near the transfer station and behind the school. A third location was possibly near the land fill site. A water source is necessary and there is a hydrant at the school but not sure of water source at transfer station. It was mentioned that Jim Partridge may be willing to help with this project and surrounding counties have given their support and would utilize the facility.

TL is wanting to get an EVOC class scheduled but needs at least two weeks notice before can hold one.

RECRUITMENT/RETENTION

Everyone should have all their documentation turned in to support the issuance of the monetary award for levels of training. It was hoped the program would be rolled out at the monthly agency meetings in June. There are some issues involving the issuance of gift cards or county checks. If the county issues checks they will need everyone's social security numbers. Kelly has been talking with Betty Davis at Central Virginia Bank who said there is a \$2 per card fee for gift cards for an approximate total of \$350. There is a possibility of getting a discount on this cost. A motion was made to issue county checks. The motion was seconded and passed. Everyone needs to get there member's social security numbers to Kelly by the May 18th. Each agency head will sign off on the sheet to verify accuracy of information being submitted for awards.

In order for members to benefit from the personal property tax relief portion of the recruitment/retention package all start dates need to be turned in at the July ESC Meeting.

Kristen Queen has been working on the Emergency Services Brochure. She was not able to attend; however, she sent word that she was still waiting on a couple more agencies' information which she needed by the 18th. She also has one more print quote to obtain. She should have a completed brochure and cost information at the June meeting.

EQUIPMENT/SUPPLIES

Dennis reported that the Sheriff's office received night vision glasses through a CDAP grant. He indicated that they are available for the fire departments to use during emergency or training activities.

Agency representatives went and looked at the Goochland fire trucks that are being considered for purchase. It was reported that five have fantastic bodies. They are Pierce bodies which are considered tope of the line. There are two red, one yellow, and one white truck. They all have front intakes. There is a sixth truck with a blown engine which could possibly be purchased for parts. It was decided that we would submit a written offer and conditions through Judy for the sixth truck. Kevin preferred that Goochland set a price and we negotiate from there. Ken Brown is getting copies of all the pump tests and maintenance records. Barron has made contacts regarding painting/lettering. Because of the timing, this process will need to be handled before the next ESC meeting so e-mails will be used for discussions. The next question was where are they going once we get them. The three fire chiefs will meet and determine which agency would benefit most from each truck. The question was raised of whether the county would be able to recoup any of the cost of purchasing these trucks by selling the ones they are replacing. The answer was yes. The purchase would also show financial benefits in increased fuel efficiency, decreased insurance rates, lower maintenance costs, and move the vehicle replacement scheduled from emergency status to on track.

AGENCY REPORTS

CVVFD Their new truck is in Lynchburg and hopefully they will have soon.
CVVRS Working on getting volunteers for the upcoming Bodacious.

- DISPATCH Grace Ford has been selected as FTO and will be trained in this capacity.
- CVFD Making plans for the 5/12 fund raiser. Tyson is donating the chicken halves and there will be kids games, a DJ, cake walk, and a womanless beauty pageant. Thanks to Roy they have been in contact with a new insurance company that could save \$\$.
- CVRS Moving along slowly. The BOS is to make their decision this month on the status of the resolution between CVFD and CVRS.
- LEPC Not represented.
- RVFD They have received two new applications.
- SHERIFF They now have assault rifles and a skeet launcher.

OTHER DISCUSSIONS

A report on the progress of forming the Emergency Services Association has been waylaid due to time spent working on submitting grants. Kelly will have an updated report at the next meeting.

It was mentioned that positive articles and pictures need to be submitted to the local papers for publication.

The committee has been holding discussions on establishing sub-committees that would meet and work out details of issues and report back to the ESC. The following sub-committees have been established:

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|-----------------------------|---|
| Dispatch Protocols/Training | Dennis Ownby, Chair
Committee members already established |
| Training | Dan Pempel, Chair
Each Agency's Training Officer
One Deputy
One Dispatcher |
| Finance | Kelly Hale, Chair
Each Agency's Treasurer
One Deputy
One Dispatcher
County Grant Writer |
| Communications/Equipment | Aaron Hickman, Chair
Each Agency's Equipment Officer
One Deputy
One Dispatcher |
| Recruiting/Retention | To be established at a later date. |

Each ESC representatives needs to get their appropriate officer's information to the sub-committee chair as soon as possible so they will be able to start holding meetings. The meeting schedule will be determined by each sub-committee members.

UPCOMING EVENTS

- 5/12 CVFD/Farm Bureau Fund Raiser
- 5/15 Fire Fighter II class starts
- 5/18 7p-12 Relay for Life @ CHS Track

5/19	5p	CVVFD Fish Fry
5/19-20		Bodacious
5/20		RDVFD Basket Bingo
5/21	5-7p	EMS celebration @ SCH
6/16		CVVRS Father's Day Western Dinner

REMINDERS

The next ESC Meeting will be June 21, 2007 at the CVFD with dinner at 18:30 and the meeting at 19:00. Cumberland County Office of Information Technology will be providing dinner and Rose will be providing dessert.